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1996 Annual Report

Library Services

Eastern Illinois University

**Ninety-sixth Annual Report of
Eastern Illinois University Library Services**

July 1, 1995 - June 30, 1996

Booth Library
Eastern Illinois University
Charleston, Illinois 61920

Editors:
Mary Grivetti
Marlene Slough

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From the Dean...

It is a pleasure to provide you with the Booth Library FY96 Annual Report. It has been an exciting year for us--one with accomplishments that will affect library services well into the next century. Our efforts affirm our commitment to meeting present needs while looking to future ones.

We were most fortunate to receive an increase in the book and materials budget this year as a result of campus reallocation. This permanent 10 percent increase allowed us to augment 16 discipline accounts, some of them by substantial amounts. Although controversial, this action made a significant impact on the buying potential for selected parts of the collection, some of which have been struggling for over a decade to collect any but the most basic resources. We were also pleased to receive additional funds for our collection through grants from the Illinois Cooperative Collection Management program. We expect the monitoring of in-house use of bound and unbound periodicals, which began in January, to provide better data on which to base future collection decisions.

The Library Advisory Board was also attentive to collection issues this year. Board members took a keen interest in the book and materials budget and had lively discussions with librarians about how discipline accounts were funded. The board was also busy this year rewriting its bylaws. Critical issues of purpose and membership were addressed, as well as attendance and participation requirements.

We took great strides in preparing ourselves to fully utilize the new online, integrated library system that will be in place in 1997. To prepare the staff, a series of workshops were offered to introduce them to or sharpen their skills in the Windows computer environment. To prepare the facility, we were fortunate to be able to add more than 90 microcomputers and corresponding communications connections. Most faculty librarians received state-of-the-art computers for their offices. In a carefully-planned, tedious procedure, all collections were barcoded and catalog discrepancies were righted. This required us to touch every item on our shelves, serving as an inventory exercise as well. Various grant sources have been contacted to help with this statewide project. The preparations continue with plans for a technology classroom for patron use, new computers for more staff members, and upgraded workstations for use by patrons for e-mail and homework.

Patron services and students' needs continued to be a priority at Booth Library. For the first time, library hours were extended to 1 a.m. the weeks before final exams. The trial was successful, and these additional hours have been included in next year's academic calendar. Our open hours exceed or match closely all other Illinois public universities with the exception of two. We also had record numbers of patrons during the fall term. Seven times the weekly gate count exceeded 17,000, and the total gate count reached a record high of over 550,000.

All academic libraries depend upon each other in more and different ways than in the past; besides sharing collections, we also benefit from sharing ideas, discussing solutions to common problems, and cooperative research. In keeping with this view, Booth Library hosted two librarians from Western Illinois University as part of an exchange program that has generated ideas for cooperation between our libraries over the years. In addition, to encourage the advancement and completion of research projects, the Booth Library Faculty Research Program was initiated. Although no monetary stipend was available, faculty members could request release from their primary duties for up to four continuous weeks during the intersession and summer terms. Five proposals were submitted, and two were selected as outstanding models to initiate the program. The selection committee included both internal and external reviewers.

Our plans to renovate and enlarge the library facility continue to be a high priority at Eastern and for the Illinois Board of Higher Education. We are number one for the former, and near the top of the list for the latter. As this goes to press, the legislature of the State of Illinois is poised to authorize funding of this and other projects. We are optimistic that after the 1996 fall elections we will receive funds to hire architects and engineers to help us move forward. The library's Renovation Planning Committee made site visits in the fall to several new and innovative libraries. The committee has worked steadily with the Library Services Council to develop a program statement that will express our goal of providing the best possible facility for quality library services now and in the future.

We hope this annual report demonstrates our continuing commitment to public service, to the institution, and to the information profession. If there is additional information that you would like to see included here in the future, send me a message at cfakl@eiu.edu or call my office at 217-581-6061. Your comments on library services' programs are always welcome.

Allen Lanham, Dean of Library Services

Our Organization

Administration

Allen Lanham, *Dean of Library Services, Professor*
 Barbara Funk, *Administrative Aide*
 Patty Butler, *Account Technician III*
 Mary Grivetti, *Secretary IV Transcribing*
 J. Alan Speer, *Clerk Typist II*

Acquisition Services

Pamela Waldrep, *Head, Instructor*
 Nancy Jones, *Library Technical Assistant III*
 Elaine Richard, *Library Technical Assistant III*
 Anne Sparks, *Library Technical Assistant III*
 Ramona Wise, *Library Technical Assistant II*
 Margaret Speer, *Library Clerk III*

University Archives & Special Collections

Robert Hillman, *Head, Associate Professor*
 Richard Lawson, *Associate Professor*
 Amanda Goade, *IRAD Intern*
 Jennifer Van Haaften, *IRAD Intern*

Cataloging Services

John Whisler, *Head, Associate Professor*
 Carrie Chen, *Associate Professor*
 Richard Seitz, *Assistant Professor*
 Barbara Michelson, *Temporary Instructor*
 Carol Livingston, *Library Technical Assistant III*
 Anita Thomas, *Library Technical Assistant III*
 Juanita Waggoner, *Library Technical Assistant III*
 Joann Daugherty, *Library Technical Assistant II*
 Patty Shonk, *Library Technical Assistant II*
 Myrna Thomason, *Library Technical Assistant II*
 Karen Sollers, *Library Clerk III*

Circulation Services

Jane Lasky, *Head, Professor*
 Ron Hastings, *ILL Coordinator, Assistant Professor*
 Marge Checkley, *Library Operations Assistant*
 Lucia Webb, *Library Technical Assistant III*
 Suellen Eggers, *Library Technical Assistant II*
 Leeila Ennis, *Library Technical Assistant II*
 Helen Gregg, *Library Technical Assistant II*
 Jennison Lucas, *Library Technical Assistant II*
 Philip Blair, *Library Technical Assistant I*
 Rita Bridges, *Library Technical Assistant I*

Collection Management Services

Karl Grisso, *Head, Professor*

Media Services

Gene Scholes, *Director, Professor*
 William Gibbs, *Assistant Director, Assistant Professor*
 Nackil Sung, *Assistant Professor*
 Robert Wiseman, *Professor*
 John Looby, *Chief Instructional Media Systems Engineer*
 Stacia Kuhn, *Graphic Designer II*
 Beverly Cruse, *Photographer II*
 Linda Wiman, *Library Operations Assistant*
 Joseph DeCaro, *Instructional Communications
 Technical Operator II*
 Henry Brown, *Electronics Technician*
 Lisa Childress, *Library Technical Assistant II*
 Susan Eisenhower, *Library Technical Assistant II*
 Jeri Matteson-Hughes, *Library Technical Assistant II*
 Sandra Nees, *Library Technical Assistant II*
 Carol Winkleblack, *Library Technical Assistant II*
 Suzann Bennett, *Secretary III Transcribing*

Periodicals Public Services

Marlene Slough, *Head, Instructor*
 Jeanne Goble, *Library Technical Assistant II*
 Scott Minor, *Library Technical Assistant II*
 Paula Reveal, *Library Technical Assistant II*
 Randy Woods, *Library Technical Assistant II*
 Sue Ebel, *Library Technical Assistant I*

Reference Services

Kathleen Jenkins, *Head, Professor*
 Virginia Baldwin, *Associate Professor*
 Karl Bridges, *Assistant Professor*
 Robert Chen, *Professor*
 Ron Hastings, *Assistant Professor*
 Johnson Kuma, *Instructor*
 Carl Lorber, *Associate Professor*
 Barbara Michelson, *Temporary Instructor*
 Sharon Stoerger, *Temporary Instructor*
 Karen Whisler, *Assistant Professor*
 Lois Dickenson, *Library Operations Assistant*
 Scott Minor, *Library Technical Assistant II*
 Carol Winkleblack, *Library Technical Assistant II*
 Jacqueline Worden, *Library Technical Assistant II*

LIBRARY ADVISORY BOARD

The Library Advisory Board makes recommendations to the Dean of Library Services regarding policies governing the development of the collection, policies for apportioning the materials budget, and other policies relevant to library services.

The Board makes recommendations regarding:

- the services and facilities in the library;
- problems and ideas from their faculty and student constituencies;
- the implementation of a viable positive library program for the university and community.

The Board also provides, as requested, representatives from its membership for various internal library services committees and task forces.

The Board consists of two voting faculty members from each academic college, appointed by the Faculty Senate; two voting student representatives appointed by the Student Senate; and ex-officio representatives from Athletics and Business Affairs. The Dean of Library Services serves as an ex-officio member.

Board members: Melinda Hegarty (Art) and Mark Christhlf (English), College of Arts & Humanities; Matthew Monippallil, Vice Chair (Acct/Finance), and Lankford Walker (Acct/Finance), College of Business & Applied Sciences; Deborah Wolf (Physical Education) and Carolyn Cooper (Special Education), College of Education and Professional Studies; Max Kashefi (Sociology) and Richard Keiter, Chair (Chemistry), College of Sciences; Jaime DeBouck and Patrick Scanlan, student representatives; Steve Rich, Athletics; and Suzanne Ashmore, Business Affairs.

BOOTH LIBRARY STANDING COMMITTEES

Americans with Disabilities Act Committee

This committee is charged with monitoring current regulations and interpretations of the Americans with Disabilities Act and making recommendations to the Dean of Library Services concerning related issues.

During the past year the committee continued its attempt to provide library services to individuals with disabilities. Approximately 60 hours were spent in preparation and actual time with students providing one-to-one library assistance. This approach, although not perfect, works best, and the students are comfortable with it. It was determined that the following disability-related equipment be relocated to the University Union: a PC, the Braille printer, and the Arkinstone reader (Kurzweil reader replacement). The university as a whole has worked toward becoming more accessible this past year, and Booth Library has seen improvements such as widened doorways, remodeled restrooms, and the updating of the south elevator.

Committee members: Carl Lorber, chair; Karl Bridges and Johnson Kuma.

Collection Development Committee

This committee is charged with providing the subject bibliographers with a discussion group for collection development issues and coordinating the annual periodical/standing order review and other initiatives concerning the Booth Library collection.

The discipline allocation formula, proposed by the committee in spring 1995, remained the main issue during FY96. The proposed formula was discussed by university faculty in a series of open meetings during the fall 1995 semester. The consensus from these meetings was that the proposed formula should not be applied to the current allocations; it was suggested that only new library funds be allocated using the formula. Taking these views into consideration, the committee advised Dean Lanham to use the proposed formula as a guideline in identifying those areas which were severely underfunded. The committee also advised that the formula be used in reviewing discipline allocations in succeeding years, until there was more equity in the allocations. Dean Lanham accepted the committee's recommendations, which were publicized in the December 1995 issue of *NoteBooth*, and 16 disciplines received permanent increases in their allocations from new funds given to the library at mid-year. The committee also urged the use of document delivery to reduce the reliance upon expensive, seldom-used journals in all disciplines. The formula remained a topic of discussion by the Library Advisory Board through the spring 1996 semester, and members of the committee attended several board meetings to hear the discussion.

The committee considered the problem of getting the materials funds spent earlier in the fiscal year to avoid the glut of orders in Acquisition Services that usually occurs during the spring. The subject bibliographers agreed that the FY97 library materials budget should be substantially encumbered before January 1.

Committee members: Karl Grisso, chair; Virginia Baldwin; Karl Bridges, Robert Chen; Kathleen Jenkins; Johnson Kuma; Jane Lasky; Maurice Libbey; Carl Lorber; Marlene Slough; John Whisler; and Karen Whisler.

Circulation Policy Committee

This committee monitors existing circulation policies and procedures and recommends new initiatives to the Dean of Library Services.

Committee members: Jane Lasky, chair; Virginia Baldwin; Robert Chen; Ron Hastings; Marlene Slough; and Nackil Sung.

Departmental Personnel Committee (elected)

This committee is charged with making recommendations to the Dean of Library Services concerning retention, promotion and tenure for library faculty.

This year the DPC and the library faculty revised the Library Services Departmental Application of Criteria (DAC). Several factors complicated the effort, i.e., the replacement of the old Board of Governors with Eastern's Board of Trustees and the unsettled faculty contract negotiations. The library faculty tentatively approved the revised DAC, with final ratification postponed pending completion of the faculty contract. Also this year the DPC began consideration of changes to its bylaws, such as establishing new terms of service for DPC members and streamlining the DPC election process.

Committee members: Robert Hillman, chair; Marlene Slough, secretary; Carl Lorber; William Gibbs, first alternate; and Kathleen Jenkins, second alternate.

Electronic Resources Committee

This committee serves as a discussion group for the ever-changing electronic interests of Booth Library, facilitating communications among all interested parties and making recommendations to the Dean of Library Services for all electronic resource matters. The committee attempts to maintain direct contact with a representative from Eastern's Computer Services.

This year, in addition to recommending the continuation of IBIS and FirstSearch services, the committee explored the possibility of adding Current Contents to our IBIS subscription and the possibility of adding IAC full-text databases, namely Expanded Academic Index and Business & Company ProFile ASAP. Current Contents was not recommended because of cost factors. The IAC databases were recommended with the provision of canceling several CD-ROM subscriptions to help pay for the full-text access. ABI Inform, Dissertation Abstracts, Newspaper Abstracts, GPO Index, and IAC's Academic Index were canceled in favor of IAC full-text coverage or access through FirstSearch.

There were also lengthy discussions of continuing untraceable and intractable problems causing internet downtime. This seems to be the unfortunate by-product of moving online catalog and database access from dedicated phone lines to network/LAN connections.

Committee members: Karen Whisler, chair; Virginia Baldwin; Karl Bridges; Karl Grisso; Ron Hastings; Kathleen Jenkins; Carl Lorber; Gene Scholes; Nackil Sung; Linda Wiman; and a representative from Computer Services.

Emergency Procedures Committee

This committee is to produce, regularly review, and disseminate the *Booth Library Emergency Procedures Manual*, and provide leadership in the proper training of all library personnel to react to the gamut of possible disasters.

The emergency procedures manual was revised and updated in FY96. The new document was distributed to all public service desks, as well as to unit heads. The committee also conducted a tornado drill in conjunction with the Coles County Emergency Services and Disaster Agency, and was pleased to find that the faculty, staff, and patrons in the library moved to tornado shelters within three minutes.

Committee members: Gene Scholes, chair; Patty Butler; Marge Checkley; Carrie Chen; Lois Dickenson; Suellen Eggers; Robert Hillman; Johnson Kuma; Pamela Waldrep; Linda Wiman; and Randy Woods.

Library Building and Directional Aids Committee

This committee is charged with making recommendations to the Dean of Library Services regarding the physical space in Booth Library and

with monitoring the use of directional aids in the building.

Several new signs had to be prepared with the renovations of the restrooms in the library during the year. The committee also considered the need for a space for bibliographic instruction. Both Room 132 and the BOG Room were considered, and it was decided that Room 132 was the better choice for the purpose. Relocation of faculty office space was left to the discretion of Dean Lanham.

Committee members: Johnson Kuma, chair; Robert Chen; Kathleen Jenkins; Carl Lorber; Gene Scholes; and Juanita Waggoner.

Library Services Council

The council, made up of department heads, serves in an advisory capacity to the Dean of Library Services, especially addressing the issues and policies that affect more than one department of the organization.

Committee members: Allen Lanham, chair; Karl Grisso; Robert Hillman; Kathleen Jenkins; Jane Lasky; Maurice Libbey; Gene Scholes; Marlene Slough; and John Whisler.

National Library Week/Book Sale Committee

This committee is charged with seeking innovative ways in which to celebrate National Library Week during April of each year, and to assist in identifying individuals who can best carry out the selected activities.

Good weather permitted the annual book sale, held traditionally on the Wednesday of National Library Week, to be held outdoors along the west side of the library. Donated items sold included books, paperbacks, record albums, cassettes, and videos. The items were pre-sorted by committee members prior to the sale. Almost \$1,000 was raised; as always, proceeds went to the Booth Library Memorial Gift Fund.

Committee members: Carl Lorber, chair; Karl Bridges; Patty Butler; Carrie Chen; Lois Dickenson; William Gibbs; Ron Hastings; Robert Hillman; and Marlene Slough.

Public Services Committee

This committee considers issues related to public service activities in Booth Library and makes recommendations of policy to the Dean of Library Services.

Results of the annual patron satisfaction survey were reviewed. Perennial requests for more books, periodicals, computers, and longer hours are beyond the capabilities of the committee, but it attempts to

use the suggestions of patrons to identify ways to make the library more hospitable and easier to use.

Committee members: Karen Whisler, chair; William Gibbs; Kathleen Jenkins; Jane Lasky; Marlene Slough; and Nackil Sung.

Social Committee

This committee is charged with organizing and, with the help of others, carrying out appropriate activities that help celebrate or pay homage to the major events in the life of Booth Library and its faculty and staff.

After nearly 25 years, Leonidas Miller retired from the Circulation Department. The committee held a retirement party for Lon in September, and a gift of appreciation from the library staff was presented to him. In December a gala dinner was held in honor of Maurice Libbey, who retired after 28 years at Booth Library. Toasts, roasts, and a gift were presented by the staff.

In keeping with tradition, the committee organized a catered holiday luncheon in December for all staff, faculty, and retirees. Talented library staff developed a program of readings and musical presentations. A gift drawing concluded the celebration. The committee celebrated another holiday by surprising the library staff with Valentine's Day refreshments and decorations in the staff lounge. At the fifth annual picnic, held in June at Fox Ridge State Park, the committee provided hamburgers and hot dogs, which were accompanied by many delicious "pot luck" dishes brought by those attending. A good time was had by all.

With donations from staff to the Special Occasion Fund, flowers were sent during the year for nine occasions of illness or death.

Committee members: Maurice Libbey, chair (fall); Jane Lasky, chair (spring); Suzann Bennett; Marge Checkley; Barbara Funk; Kathleen Jenkins; Paula Reveal; and Linda Wiman.

Staff Development Committee

This committee is charged with identifying areas of need and interest among Booth Library personnel and with developing and producing a continuing series of activities designed to enhance their skills and abilities.

During FY96 the committee produced ten workshops, many of which were developed as a result of new computer systems and software that had become available. In preparation for the new DRA online catalog system, nearly all library personnel participated in two Windows 95 hands-on training sessions.

Workshop scheduling forms were developed. These are completed by each committee member in charge of a workshop to enable that member to track the activities required to produce a workshop. In addition, workshop evaluation forms were revised and a procedure for collecting and processing the forms was established. The goal is to maximize confidentiality to encourage greater feedback. After evaluations are tallied, a one-page report with attached comments is prepared and distributed to the workshop presenter.

An electronic orientation handout was prepared for distribution to newly-hired library personnel. The committee suggested that the Administration Office prepare an information packet to give to new personnel.

The committee sponsored two “coffees” for new library staff, and organized CPR training/retraining. Twelve staff members participated in the CPR sessions. A procedure for setting up an electronic information dissemination system was explained in an e-mail message through the library listserv.

Following is a list of workshops and presentations produced by the committee during FY96 and the number of library personnel who attended each presentation. July: *Basics of Pine*, 11. September: *Grants and Grantsmanship* videoconference, 2. October/November: *Fulltext Database Services*, 27; *GPO Access on the Internet*, 21; *Electronic Daily Eastern News*, 12. December: *Almost Professional: Role Blurring in Academic Libraries*, 21. January: *Windows 3.1*, 46. February and June (repeated): *Communication Disorders Sensitivity Issues*, 21. May: *Microsoft Excel*, 10; *Windows 95*, 53.

Committee members: Virginia Baldwin, chair; William Gibbs; Helen Gregg; Johnson Kuma; Scott Minor; Richard Seitz; Nackil Sung; Anita Thomas; Karen Whisler; and Linda Wiman.

Statistics Committee

This committee is charged with developing and monitoring efficient procedures for reporting the annual productivity of Booth Library.

A major activity of the Statistics Committee during the year was to gather reference transaction statistics during “typical weeks” of the fall and spring semesters. The number of reference

transactions recorded during the weeks of Nov. 27-Dec. 3, 1995 and April 8-14, 1996 declined for the third year, despite a continued increase in library patrons (as determined by the gate count). The decline is attributed to procedural changes in the ways reference transactions are counted, increased computer literacy among the patrons, and increased library services available outside the library.

The committee also conducted the annual patron satisfaction survey during National Library Week (April 15-22). This year nearly 600 patrons responded to the survey. The results indicate patrons were satisfied, in general, with Booth Library: 55 percent of the respondents were “very” or “extremely” satisfied. Computers continued to be the item perceived to be most needed by the library, followed by periodicals, books, and reference materials.

Committee members: Marlene Slough, chair; Robert Chen; Mary Grivetti; Juanita Waggoner; and Linda Wiman.

Technical Services Committee

This committee considers issues related to technical service activities in Booth Library and makes recommendations of policy to the Dean of Library Services.

The committee did not meet during FY96, but it is expected that it will be active during FY97, in preparation for the implementation of the new automation system.

Committee members: John Whisler, chair; Carrie Chen; Maurice Libbey; and Richard Seitz.

University Archives and Special Collections Advisory Committee

The Archivist utilizes the expertise of committee members for guidance in managing the affairs of University Archives and Special Collections, and discussing issues and policies relevant to these areas.

Among the issues addressed this year were better utilization of the space in Room 41, the appropriateness of using volunteer workers, and the need to bind and otherwise repair selected items from the areas’ holdings.

Committee members: Robert Hillman, chair; Joann Daugherty; Karl Grisso; Kathleen Jenkins; Richard Seitz; and Carol Winkleblack.

AD HOC COMMITTEES

Booth Library Renovation Planning Committee

The committee approached completion of the program document for the renovation of the building. Requests for net assignable square footage from each department in the library were received and revised. The next step is to invite architectural firms to review the library's needs.

Committee members: Gene Scholes, chair; Barbara Funk; Allen Lanham; John Looby; Marlene Slough; Nackil Sung; John Whisler; Ed Adams (Physical Plant); Mark Christhilf (Academic Affairs); Richard Keiter (Academic Affairs); and Steve Shrake (Physical Plant).

World Wide Web Committee

This committee was formed for the purpose of providing and disseminating updated information regarding Booth Library's decisions on policy for the Internet's World Wide Web and Booth's home page, and to discuss ways of helping the staff become aware of what this newest technology is and what it can do for them.

Committee members: Nackil Sung, chair; Karl Bridges; William Gibbs; Mary Grivetti; Scott Minor; Lucia Webb; Karen Whisler; and Linda Wiman

Search Committee for Head of Acquisitions

Committee members: Robert Hillman, chair; Elaine Richard; Marlene Slough; John Whisler; and Karen Whisler.

NEWLY HIRED FACULTY and STAFF

Ron Hastings, Assistant Professor, ILL/Reference Services
Barbara Michelson, Temporary Instructor, Reference/Cataloging Services
Sharon Stoerger, Temporary Instructor, Reference Services
Rita Bridges, Library Technical Assistant I, Circulation Services
Henry Brown, Electronics Technician, Media Services
Joseph DeCaro, Instructional Communications Technical Operator II, Media Services
Jennison Lucas, Library Technical Assistant II, Circulation Services
J. Alan Speer, Clerk Typist II, Administration

RETIREMENTS

Maurice Libbey, December 31, 1995, after 28 years of service to EIU and Booth Library
Leonidas Miller, September 29, 1995, after 25 years of service to EIU and Booth Library

PROMOTIONS, APPOINTMENTS

Karl Bridges, Reference Services, promoted to Associate Professor, effective fall 1996
William Gibbs, Media Services, promoted to Associate Professor, effective fall 1996
John Whisler, Cataloging Services, promoted to Professor, effective fall 1996
Pamela Waldrep, Acquisition Services, promoted to Instructor and department head
Scott Minor, Administration, promoted to Library Technical Assistant II in Periodicals/Reference
Nancy Jones, Circulation Services, reassigned to Acquisitions Services

SABBATICALS, LEAVES

Carrie Chen, Cataloging Services, on academic leave
Robert Chen, Reference Services, on academic leave

RESIGNATIONS

Michael Hackett, Media Services, August 1995
Richard Sanders, Media Services, October 1995

ACQUISITION SERVICES

Acquisition Services underwent several changes during FY96. Maurice Libbey retired in December, after 25 years as head of the department. After a national search for a replacement, Pam Waldrep, who was employed as a Library Technical Assistant III in Acquisitions, accepted the position and began her duties as department head on March 1. Nancy Jones joined the department in March, transferring from Circulation Services.

During FY96 the Acquisition Services staff purchased 5,560 books and processed an additional 4,299 gift volumes. In addition, 934 audio-visual items, 12,632 pieces of microfiche, and 434 reels of microfilm were processed. The annual periodical and standing order review process resulted in the net addition of 38 serial subscriptions. The total number of subscriptions held at the end of FY96 was 2,727.

CATALOGING SERVICES

In addition to the normal flow of new materials, several large collections were processed by Cataloging Services during FY96. These included curriculum materials formerly kept in the Buzzard Building, a large number of books weeded from the collection of Western Illinois University, and several estate collections. In all, we added over 17,000 titles to the collection and withdrew about 1,500.

A major focus of the year was the barcoding of the circulating collection. At the close of the year, the project was 97 percent complete. During the course of the project many problems were found and corrected, and items missing from the collection were identified. Nearly all the work involved was completed by a few staff members in Cataloging Services and student workers. It is difficult to find sufficient praise for the dedication, thoroughness, and perseverance of these people in accomplishing this project.

Another effort was the creation of a number of new location codes for the various types of media. These changes were made to allow for better specificity of location of materials in the online catalog and to allow better statistical tracking of the numbers of items and the numbers of uses of media materials. Accomplishing these changes involved the changing of about 15,000 records during the month of January.

The department was faced with two major changes in OCLC services. In early March the second phase of format integration was put into place, which resulted in some changes in MARC coding practice. This allows catalogers to specify all aspects of an item with multiple characteristics. For example, before format integration, a set of sound recordings published as a serial had to be cataloged as either sound recordings or as a serial. Now both aspects are recorded in a single record. The other change was the installation of new OCLC terminals that run in a Windows environment. This change will eventually give more flexibility in our OCLC workflow. Both changes have been easily assimilated by the staff.

Preparation for the arrival of our new online catalog in May of 1997 was another concern of Cataloging Services during the year. Several staff members attended meetings where the new system, to be provided by Data Research Associates, was demonstrated in its present form. In addition to barcoding, other steps have been taken to assure the accuracy of our data before it is copied from our present system to the new one. These include the removal of erroneous duplicate holdings records, the cataloging of items found in the stacks and not in our present system, the correcting of errors in holdings, and the correcting of coding for notes that appear in the holdings data. The department also received modern workstation equipment suitable for use with the new system. Cataloging Services is well prepared for the loading of data into the new system. At the same time, however, there are many unanswered questions regarding training and management of our workflow in the new system that will present challenges next year.

During the past year Carrie Chen was on a leave of absence and pursued teaching interests in Taiwan. During her absence, Barbara Michelson was hired and worked in Cataloging Services until June 30. Mrs. Michelson contributed greatly to the productivity of the department.

CIRCULATION SERVICES

Although there were few changes in policy in the Circulation department during FY96, there were a number of changes in equipment, procedures, and personnel. All areas of the department received equipment upgrades in anticipation of the new online catalog. And as the barcode project neared completion, circulation transactions at the service desk were handled faster and more accurately.

Ron Hastings joined the interlibrary loan department in July. As ILL coordinator, he implemented a number of procedural changes and installed software designed to track ILL transactions, generate reports, and print invoices. Electronic request forms were added to the library's home page and a brochure promoting ILL services was developed. The ILL department processed more than 50,000 lending and borrowing requests.

It was also a busy year at the Reserve desk. Services were provided to more than 200 faculty members requesting materials be placed on reserve, and nearly 6,000 items were processed (added, updated, or modified) for the collection.

COLLECTION MANAGEMENT SERVICES

The book and periodical collections continued to suffer during FY96 from a quarter-century of underfunding, and, in the case of periodicals, from years of unprecedented inflation. Library funding at Eastern remained below even the "minimal" national standards for academic libraries.

In this context, FY96 was another year of gradual development of projects and initiatives started in previous years. The reference, juvenile, and K-12 curriculum collections remained priority areas for development and modest retrospective additions were made to the newspaper holdings on microfilm. Electronic resources were augmented and selections adjusted to meet curricular and information needs. The trend in this area is toward full-text databases. Electronic resources will continue to take an increasingly larger portion of the library materials funds. In recent years, gifts have become a significant factor in the growth of the book collection. During FY96 we were fortunate to receive a useful collection of duplicate titles from Western Illinois University. We also received several gift collections from Education faculty when they had to move out of the Buzzard Building for its renovation. Smaller collections were obtained from Fine Arts, African-American Studies, the Minority Affairs office, and from individuals off campus.

As the condition of the collection continued to deteriorate because of age and heavy use, greater attention has been given to rebinding books. Also, as budgetary constraints force us to acquire a larger proportion of new books in paperback editions, we have begun sending them for binding while they are new and in good condition. Books unfit to bind are transferred to Special Collections where they are housed in a protective environment. Eventually, there will be an increasing need for a systematic book preservation program.

A discipline allocation formula developed by the Collection Development Committee affected the distribution of new funds received at midyear. Based on the consensus of opinion expressed at open campus meetings and the recommendations of the Collection Development Committee, the new monies were allotted to 16 disciplines, using the percentage of increase suggested by the formula as a guideline. The result was adjustments in the discipline allocations for Education, Communication Disorders, Journalism, Speech Communication, Environmental Biology, Health Studies, Physical Education and Recreation, English, Theatre Arts, Technology, Family & Consumer Sciences, Art, History, Psychology, Philosophy, and Economics. No discipline had their allocation of the budget reduced.

At the state level, the library continued to participate in the activities sponsored by the Illinois Cooperative Collection Management Coordinating Committee (CCMCC). This committee oversees and determines the funding for various cooperative collection development projects throughout the state. Johnson Kuma, science bibliographer and reference librarian, succeeded in obtaining an \$8,000 CCMCC grant for the purchase of materials in the areas of water quality and fish fauna.

MEDIA SERVICES

Media Services provides Eastern's faculty with innovative applications of computers for learning and instruction, and makes a concerted effort to support faculty interested in using technology in their teaching. To maintain this effort, Media Services has embraced the World Wide Web (WWW) and its potential for instruction and learning.

Media Services personnel designed and developed Booth Library's WWW site (see next page) as well as Media Services' own site (see below). Now interested persons around the country and around the world can review what is happening on Eastern's campus and at Booth Library. The department receives an ever-increasing number of requests for Web-based materials. Several WWW sites for departments and individual faculty across campus were developed during the year. These included: International Programs, Financial Aid, Admissions, and the College of Education and Professional Studies. Also designed this year was a "carry-along" Power Point presentation and a supporting Web site for a funding proposal for the College of Education and Professional Studies.

A system of archiving digital photographs has been instituted; they are the first stage in the digital imaging process and are used for the development of WWW sites. The department also instituted a method by which clients can request instructional audio-visual equipment via the WWW, allowing them to submit requests outside of normal "office hours." We have begun using new methods of electronic design and layout for print materials. Media Services staff designed the men's and women's basketball media guides and developed a presentation folder for the Lumpkin College of Business and Applied Sciences, incorporating digital photos and illustrations designed using Photoshop software.

SMC personnel were busy this year, in addition to assisting students and faculty at the service desk. More than 45 training workshops were produced and presented by the SMC staff throughout the year for library staff as well as university personnel. These included sessions for Windows 3.1 and Windows 95, Microsoft Excel, Internet and Netscape, e-mail, WordPerfect, and demonstrations on the use of NovaNet.

Media Services Home Page

<http://www.eiu.edu/~mediasrv/~mediasrv.htm>





Booth Library

Eastern Illinois University
Charleston, IL 61920

Resources

- [Electronic Resources](#)
- [Illinet Online](#) (see [Installation Instructions](#).)
- [Print Materials](#) (Books and Periodicals)
- [Non-Print Materials](#) (Videos and CDs)

About Booth Library

- [News and Announcements](#) (Library Hours; New items; Tours; etc.)
- [Services](#) (Circulation; Reference; ILL; Reserve; ...)
- [Facilities, Maps, Personnel, and Booth Library Publications](#)

Requests & Comments

- [Interlibrary Loan Request Form](#)
- [Interlibrary Photocopy Request Form](#)
- [Video Delivery Request](#)
- [Other Requests, Suggestions, and Comments](#)

Last update: January 30, 1997

[Contact: Booth Library WWW Committee](#)

PERIODICALS PUBLIC SERVICES

Shelving space and areas for study continue to be major concerns of the Periodicals department. In an effort to address these concerns, 55 double sections of additional shelving were integrated into the open stacks area during March. The west side of the alcove was converted to a microfilm reading area and the east side into a study area containing tables and carrels. The cabinets housing microfilmed newspapers were moved into the hallway. The net effect of this new arrangement is estimated to be six years growth space for bound periodicals without a loss of study areas. Shifting of the bound journals remains an ongoing project.

There were also changes behind the service desk. Three circulation terminals were upgraded to Pentiums in anticipation of the new online catalog, and two additional bar code scanners were installed. Bindery slips are now generated using the computer instead of the typewriter. In January we began tracking the use of bound materials within the library. Using a hand-held portable scanner, the barcodes for all materials reshelfed in Periodicals were captured and uploaded into ILLINET Online. For the first time, the in-house use of periodical materials will be linked to journal titles and reflected in the library's use statistics. The statistics gathered between January 1 and June 30 indicate 70 percent of the use of periodical materials occurs within the library.

During this past year, 496 linear feet of bound material was added to the open periodicals stacks. A total of 5,187 items were sent to the bindery: 1,789 monographs (for binding or rebinding) and 3,398 serial items from Periodicals, Reference, and Documents. In April, Reynolds Bindery in Kansas City was sold to Houchen Bindery in Utica, Nebraska. The transition to the new bindery was relatively smooth, but the number of shipments changed from semi-monthly to monthly.

REFERENCE SERVICES

Reference Services received eight new public-access computers this year, a great help in providing access to the ever-growing number of electronic resources. The library also enjoyed free trial access to several IAC full-text databases. Approximately 27,043 searches were performed through FirstSearch during the year. This is almost triple the number of searches performed last year. The migration of government publications to electronic format continues with increasing reliance on CD-ROMs and the World Wide Web. GPO access and the new Pathway Service have enhanced the use of government documents. The advance of electronic resources does not diminish the importance of printed sources, however, and the shelving of print indexes in the center of the reference room was reorganized to relieve crowding and to make materials more accessible. Reference Services also received two ADA-approved study carrels.

Reference faculty and staff were active throughout the year. Over 205 tours/presentations were conducted, reaching approximately 3,200 individuals. General orientation tours continue to be offered three times a week during the first six weeks of each semester. These tours have been useful in reaching transfer students who often miss participating in lower-level undergraduate orientation tours. Staff members continue to attend many and varied workshops, seminars and conferences. Two faculty members were again on leave and the department was fortunate to hire Sharon Stoerger and Barbara Michelson as temporary staff. Scott Minor joined Reference Services as LTA II part time; he works also in Periodicals Public Services.

UNIVERSITY ARCHIVES and SPECIAL COLLECTIONS

Among the holdings of the Archives are university publications, administrative files, subject files, minutes of organizations, oral histories, manuscript collections, photographs, artifacts, and memorabilia pertaining to the institution. These materials are searched each year by students, faculty, staff, and the general public. This year and the past few years were particularly busy because of the Centennial Celebration. In addition, the archivist used the holdings in several centennial-related activities. He served as a consultant to the Centennial Coordinator, and as photo editor for the EIU Centennial History, which was published in 1996.

No major changes occurred in FY96 in the use of the department's space. Room 35 is used as office space for the archivist, the part-time faculty, and the Illinois Regional Archives Depository (IRAD) interns, as well as the public reading room. Room 41 provides storage space for the Special Collections and University Archives book collections, and is a work space for processing materials into the University Archives. The materials are stored more appropriately in this space; retrieval and re-shelving was made easier. Better lighting conditions make the titles and call numbers more visible and the room can be totally darkened when not in use, to reduce deterioration of materials from light. Room 71 functions as the storage facility for the bulk of the holdings,

including the manuscript collections. Additional shelving for this purpose was purchased during the year. Room 72 functions as a photo archives. In addition, some material was stored in locked file cabinets in the hallway south of Room 72. Now operating out of four contiguous rooms, the department functions more effectively and logically than before.

Carol Winkleblack continued to assist the department this year, carrying out various shelf maintenance duties and retrieval of Special Collections materials for patron use. Joe Woodard, a volunteer worker, also provided part-time assistance this year. Mr. Woodard graduated from EIU's Historic Administration program, and assists in processing archival and manuscript materials.

University Archives gained 72 new accessions during FY96. Forty-five were from individuals; the remainder were from various administrative and academic departments across campus. Approximately 40 cubic feet of material was added to the Archives this year, bringing the total holdings to about 890 cu.ft. The most interesting single accession this year was the contents of the time capsule from Old Main. The capsule had resided in the cornerstone for nearly 100 years and was removed by the archivist on September 7, 1995, with great fanfare and media coverage. The large audience included Governor Jim Edgar and other notables.

The department continued to access records in a variety of formats, including audio and video tapes, bound volumes, and artifacts. During FY96 there were 125 recorded research requests--51 patron visits, 43 telephone inquiries, and 31 requests by mail.

With the Special Collections in their new location, the library can be more proactive in adding materials to this collection. It has been suggested that items likely to be stolen or defaced be placed in Special Collections more readily than in years past. The most notable improvement in the holdings this year was the binding of numerous research reports and field studies, which had been kept in loose-leaf report folders. The materials now can be treated with the respect they deserve.

Since 1975 the Illinois State Archives has maintained the IRAD at Eastern, and the archivist continues to serve as on-campus supervisor. The IRAD houses such records as vital statistics, land records, circuit court case files, probate records, census schedules, jail records, and reports of school superintendents and road commissioners. During FY96 IRAD had a total of 370 research requests--243 by mail, 97 in person, the remainder by phone. The Secretary of State's office, through its student IRAD interns, continues to provide research services at little or no cost to the patron.

Our Resources

CIRCULATION and USE OF THE LIBRARY

	FY96	FY95	FY94	FY93	FY92
On-line Circulation					
Book Stacks*	168,967	183,266	151,357	129,371	127,977
Periodicals	41,643	50,406	53,916	58,708	63,235
Total	210,610	233,672	205,273	188,079	191,212
In-building Circulation					
Book Stacks	36,390	26,952	47,109	40,206	44,103
Periodicals★	91,666	n/a	n/a	n/a	n/a
Reserve	38,415	48,184	42,478	35,377	37,653
Reference▶	46,523	51,777	20,035	25,657	24,720
Media+	n/a	n/a	17,829	22,101	23,315
Computer Software+	n/a	n/a	734	2,109	2,647
Microform	19,849	22,810	17,588	12,353	11,927
Total	232,843	149,723	145,773	137,803	144,365
Interlibrary Loan and Photoduplicating					
ILLINET Online lending	19,776	20,197	19,019	16,858	18,238
OCLC lending	3,081	2,439	2,085	2,430	957
Mail and fax lending	2,333	2,265	2,342	2,442	2,385
Total lending	25,190	24,901	23,446	21,730	21,580
Unfilled requests	7,536	7,456	6,674	13,532	18,195
ILLINET Online borrowing	11,068	9,910	8,258	7,857	8,002
OCLC borrowing	2,201	u/a	u/a	u/a	u/a
Mail and fax borrowing	4,344	3,654	3,503	2,626	3,494
Total borrowing	17,613	13,564	11,761	10,483	11,496
Electronic Logins/Searches					
IBIS searches (hours)	14,869	13,785	7,489	3,190	2,668
FirstSearch searches	27,043	10,302	3,741	2,864	1,319
NovaNet sign-ons (hours)	1,448	1,763	554	626	596
Presentations, Tours	205	264	230	188	207
Gate count	550,724	489,834	464,028	450,683	429,826

* Includes all materials circulated through LCS (on-line system), except periodicals.

★ Periodicals count initiated FY96.

▶ Includes books, pamphlets, and uncataloged maps and pictures.

+ During 1993-94 these materials were barcoded and moved to the on-line system.

SERVICES

ELECTRONIC RESOURCES

accessible in FY96

ABI/Inform	FactSearch
Academic Index	FastDoc
Agricola	General Science Index
AIDS/Cancer Abstracts	GeoBase
American Business Info	GeoRef
Applied Science & Technology Index	Government Documents
Art Index	Government Publications Index
Article1st	Humanities Index
Arts & Humanities Search	ILLINET Online Catalog
Basic BIOSIS	Index to Legal Periodicals
Biography Index	INSPEC
Biological & Agricultural Index	Legal Periodicals Index
Biology Digest	Library Literature
BIOSIS	LIS (Legislative Information System)
Book Review Digest	MDX Health Digest
Books in Print	MLA
Business Dateline	Medline
Business News	Microcomputer Abstracts
Business Organizations	NetFirst
Business Periodicals Index	NewsAbs
CARL UnCover	PAIS Decade
Compact D/SEC	Papers1st
Concise Engineering Index	Periodical Abstracts
Consumers Index	Pro CD Biz
Contents1st	Pro CD Home
Disclosure/Worldscope Snapshots	Proceedings1st
Dissertation Abstracts	PsycINFO
EbscoMags	Readers' Guide Abstracts
EconLit	Shepard's Illinois Citations
Education Index	Social Science Index
Encyclopedia (Concise Columbia)	SocioAbs
Engineering Index	U.S. Congressional Bills
Environment	USA Telephone Select
ERIC	WorldCat
EventLine	WorldScope
Expanded Academic Index	

MATERIALS ACCESSED THROUGH ILLINET ONLINE

Location	Monographic and Serial Units Added 1995-96	Total Serial Units	Total Monographic Units	Total Units
Stacks	13,478	83,224	327,060	410,284
Special Collections	138	753	4,302	5,055
Big	137	825	1,971	2,796
Oversized	6	29	93	122
Art	673	3,885	31,395	35,280
Juvenile	639	144	20,829	20,973
Reference	912	33,344	20,313	53,657
Periodicals	3,553	158,954	5,376	164,330
Books with Media+	-18,473	233	84	317
Audio Cassettes+	776	117	659	776
Audio CDs+	1,553	205	1,348	1,553
Vinyl Recordings+	9,792	368	9,424	9,792
Software Diskettes+	181	95	86	181
CD-ROMs+	145	102	43	145
Video Cassettes+	2,986	763	2,223	2,986
Video Discs+	196	83	113	196
Films (16mm)+	372	3	369	372
Media Reserve+	2,670	67	2,603	2,670
Miscellaneous Media+	158	68	90	158
Archives	-121	750	244	994
Read & Relax	167	7	1,516	1,523
Maps	118	110	458	568
Textbooks	1,269	2,219	2,263	4,482
Technical Services	67	648	217	865
Documents	4,053	21,561	34,896	56,457
Document CD-ROM+	152	110	42	152
Document Microforms	2,937	15,021	9,975	24,996
Microforms	329	2,776	9,061	11,837
Storage	-66	6,131	337	6,468
AV Equipment+	100	98	2	100
Total	28,897	332,693	487,392	820,085

MATERIALS ACCESSED LOCALLY (not accessed through ILLINET Online)

Material Type	Units added 1995-96	Total Units
Documents	0	221,453
Maps	0	25,891
Pamphlet File	762	18,753
Picture File	179	8,443
Telephone Directories (print)	0	291
College Catalogs (print)	6	471
Microforms	18,356	1,587,681
Total	19,303	1,862,983

+Location established in FY96. Holdings within this location were previously reported within SMC.

COLLECTION

OPERATING BUDGET

	FY96	FY95	FY94	FY93	FY92
Personnel Services					
Civil Service	\$889,775	\$845,678	\$846,523	\$829,265	\$795,868
Graduate Assistants	9,540	9,540	9,540	9,540	9,540
Professional	984,922	929,921	920,431	921,942	959,011
Student Help	107,120	110,526	91,304	91,956	92,592
Overtime and Holiday	5,633	4,963	3,547	2,820	4,567
Shift Differential	1,761	1,789	1,803	1,772	1,628
Accrued Leave	2,209	7,656	26,758	13,561	u/a
Sick Leave	5,723	8,120	49,559	28,828	u/a
Total Personnel Services	\$2,006,683	\$1,918,193	\$1,949,465	\$1,899,684	\$1,863,206
Operating Expenses					
Commodities	\$ 35,905	\$ 42,001	\$ 30,155	\$ 29,348	\$ 42,281
Contractual Services	56,457	54,800	17,294	156,425	154,770
Equipment	139,576	65,126	96,071	37,766	31,023
Automotive Equipment	600	518	600	400	599
Postage	6,971	6,216	4,975	5,050	5,476
Telecommunications	10,500	14,947	10,149	11,365	9,291
Travel	13,750	13,247	12,000	11,200	15,775
Total Operating Expenses	\$263,759	\$196,855	\$171,244	\$251,554	\$259,215
Resources and Materials Expenses					
Books, Serial Backfiles and other print materials	\$360,417	\$337,972	\$303,703	\$259,941	\$230,367
Current Serials	457,082	397,843	399,694	434,990	475,935
Audio-Visual Materials	40,421	40,520	27,085	21,670	24,907
Microforms	40,536	46,195	25,375	23,914	28,972
Bibliographic Utilities, Networks, and Consortia	119,297	109,986	115,600	*	*
Computer Files and Search Services	4,245	17,837	24,709	*	*
Document Delivery/ILL	7,814	13,020	146	*	*
Binding and Rebinding	30,000	30,000	30,000	30,000	28,802
Total Resources and Materials Expenses	\$1,059,812	\$993,373	\$926,312	\$770,515	\$788,983
TOTAL BUDGET	\$3,330,254	\$3,108,421	\$3,047,021	\$2,921,753	\$2,911,404

*Included in Contractual Services

FY91	FY90	FY89	FY88	FY87
\$792,553	\$771,731	\$646,662	\$587,610	\$565,267
11,660	13,000	15,750	11,940	19,000
930,833	931,901	818,266	794,281	811,737
98,955	90,331	76,645	76,448	77,050
4,259	5,331	5,388	3,301	1,949
2,997	1,714	1,747	1,650	1,449
u/a	u/a	u/a	u/a	u/a
u/a	u/a	u/a	u/a	u/a
\$1,841,257	\$1,814,008	\$1,564,458	\$1,475,230	\$1,476,452
\$ 42,466	\$ 39,920	\$ 42,051	\$ 36,452	\$ 40,485
143,103	139,781	159,207	140,317	122,541
81,600	71,647	72,620	35,793	75,003
612	600	643	683	717
7,732	7,750	5,924	6,398	4,736
19,176	18,300	15,881	11,131	14,575
15,504	17,200	15,644	9,749	10,759
\$310,193	\$295,198	\$311,970	\$240,523	\$268,816
\$277,874	\$348,981	\$343,453	\$230,066	\$243,175
459,379	435,775	405,676	381,683	332,018
22,245	24,800	18,091	17,385	25,493
37,499	56,225	26,924	20,113	20,610
*	*	*	*	*
*	*	*	*	*
*	*	*	*	*
30,000	30,000	27,068	30,000	30,000
\$826,997	\$895,781	\$821,212	\$679,247	\$651,296
\$2,978,447	\$3,004,987	\$2,697,640	\$2,395,000	\$2,396,564

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BOOK and MATERIALS BUDGET

by Discipline

	FY96	FY95	FY94	FY93
Afro-American Studies	\$ 4,197	\$ 4,197	\$ 2,790	\$ 2,674
Art	15,088	13,988	14,295	13,023
Botany	25,960	25,960	25,047	24,169
Business	44,405	44,405	43,174	41,341
Chemistry	50,454	50,454	47,729	46,973
Communication Disorders & Sciences	9,579	5,669	5,639	5,279
Consumer & Family Sciences	19,044	14,944	14,723	13,912
Economics	14,470	14,400	14,280	13,406
Education	41,516	16,676	16,213	15,526
English	23,767	16,767	17,003	15,612
Environmental Biology	9,465	6,845	6,418	6,373
Foreign Languages	7,311	7,311	7,233	6,806
Geography/Geology	20,226	20,226	19,223	18,831
History	16,657	15,557	15,744	14,429
Journalism	4,947	3,042	3,096	2,824
Latin American Studies	2,564	2,564	990	874
Mathematics	24,221	24,221	23,028	22,517
Music	15,143	15,143	15,246	14,099
Philosophy	5,776	5,711	5,706	5,316
Physical Education	18,234	13,884	13,648	12,421
Physics	33,949	33,949	31,981	31,590
Political Science	23,235	23,235	23,165	21,633
Psychology	21,782	21,282	20,443	19,813
ROTC	644	644	670	599
Sociology/Anthropology	17,981	17,981	17,756	16,741
Speech Communication	10,247	6,507	6,594	6,058
Technology	15,561	11,861	11,738	11,042
Theatre Arts	5,710	4,010	4,091	3,734
Women's Studies	2,559	2,559	899	794
Zoology	45,270	45,270	43,186	41,689
Booth Library				
Reference/General	238,419	208,141	208,117	198,935
Contingency	39,118	42,784	45,065	40,811
Curriculum Lab	10,000	10,000	u/a	u/a
Document Delivery	10,000	7,200	u/a	u/a
Booth Library Fellows	1,000	1,000	1,000	1,000
Juvenile Collection	1,933	1,933	1,800	1,800
General Interest Periodicals	21,338	22,739	21,170	21,170
Multi-Departmental Periodicals	15,200	16,156	12,754	9,942
Recreational Periodicals	2,052	2,052	700	700
Popular Fiction	322	322	300	300
Film and Video	21,171	21,171	17,909	15,809
Binding	30,000	30,000	30,000	30,000
TOTAL	\$940,515	\$852,760	\$810,563	\$770,565

FY92	FY91	FY90	FY89	FY88	FY87
\$ 1,696	\$ 2,000	\$ u/a	\$ u/a	\$ u/a	\$ u/a
13,581	15,172	14,874	13,047	12,381	12,925
32,062	33,018	32,370	28,395	26,366	25,636
48,380	50,005	49,025	43,005	39,979	38,111
56,020	55,767	54,673	47,959	44,214	42,900
5,823	6,260	6,138	5,384	5,094	5,176
15,150	16,602	16,277	14,278	13,388	12,531
14,874	15,931	15,619	13,701	12,881	13,887
24,480	26,096	25,585	22,443	21,069	19,047
16,551	18,282	17,923	15,722	14,920	15,942
u/a	u/a	u/a	u/a	u/a	u/a
7,585	8,100	7,941	6,966	6,201	4,581
22,303	22,979	22,528	19,761	18,269	16,849
15,424	16,986	16,654	14,608	13,856	15,160
2,978	3,308	3,244	2,845	2,707	3,086
u/a	u/a	u/a	u/a	u/a	u/a
26,519	27,447	26,909	23,604	21,838	25,208
15,213	16,590	16,265	14,268	14,128	13,749
5,812	6,288	6,166	5,408	5,103	5,425
14,594	15,449	15,145	13,285	12,445	12,136
37,206	37,752	37,012	32,467	29,914	29,743
23,765	25,618	25,116	22,031	20,758	22,004
22,859	24,021	23,550	20,658	19,213	18,439
599	689	676	593	570	573
18,732	19,949	19,558	17,156	16,101	16,428
6,432	7,098	6,958	6,104	5,791	4982
12,302	13,140	12,882	11,300	10,615	10,620
3,909	4,355	4,269	3,745	3,563	3,550
771	500	u/a	u/a	u/a	u/a
54,304	54,636	53,565	46,987	41,709	41,107
179,078	173,428	243,288	221,531	154,995	139,114
10,884	19,280	21,780	41,819	9,000	u/a
u/a	u/a	u/a	u/a	u/a	u/a
u/a	u/a	u/a	u/a	u/a	u/a
691	1,000	1,000	1,000	500	0
1,244	1,800	1,800	1,800	1,800	2,200
26,365	26,150	29,822	26,160	22,000	19,000
7,025	12,281	18,903	16,581	12,212	10,362
484	700	300	300	300	1,042
207	300	300	300	300	300
15,154	18,019	17,665	16,000	15,067	16,571
30,000	30,000	30,000	30,000	30,000	30,000
\$791,056	\$826,996	\$895,780	\$821,211	\$679,247	\$648,384

Our People

PERSONAL ACTIVITY AND ACHIEVEMENTS

Faculty

Virginia Baldwin, Reference Services, was awarded a \$40,250 grant in March from the IBHE/CCMCC for her "Biosciences Model Discipline Project." She also served as a member of the Reference Collection Development and Evaluation Committee of the Reference and Adult Service Division (RASD) of the American Library Association (ALA) and as a liaison for the Science and Technology divisions of the Special Libraries Association (SLA) and the ALA/ACRL (Association of College and Research Libraries). Virginia teamed with **William Gibbs**, Media Services, to present "Evaluating Users' Interactions with WWW documents," and with **Allen Lanham**, Dean of Library Services, to present "Discipline Allocation Formulas: Fair or Foul?" at the Illinois Library Association (ILA) annual conference in Chicago in May. Virginia is a member of the American Society for Information Science and attended their conference in Chicago in October. She also attended the ALA Midwinter Conference in San Antonio in January. Outside her library duties, Virginia was chair of the exhibitor committee for the university's "Expanding Your Horizons Through Math and Science" conference this year, a faculty adviser for the Circle K international service organization, and a reader/scorer for the Writing Competency Exams. She was also an adviser for the Kiwanis Key Club youth group of Charleston.

Karl Bridges, Reference Services, had his article "Full Formatted Newspapers Via the WWW" published in the *IAECT Journal* in June 1995 (p. 7-10). Karl was also an invited speaker at the national meeting of the College Media Advisers in Washington, D.C. in November. Karl is a member of ALA and ILA. In addition to his library duties, Karl served on the university Judicial Board and the University Marketing Committee for the development of a university WWW home page. He was also a reader/scorer for the Writing Competency Exams.

Carrie Chen, Cataloging Services, served as an exchange professor at National Kaohsiung Normal University in Taiwan, Eastern's "sister university." During the year, Carrie was responsible for giving tours to official foreign visitors to the university. She also presented "Teaching English Conversation--One, Two, Three," an in-service workshop for high school English teachers in the

city of Kaohsiung. A book she and Bryan K. Olmstead authored, *Choosing Your Favorite English Name*, was published in 1995. (Kaohsiung, Taiwan: Fu Wen Pub. Co.) Carrie attended the annual conference of the Association of Teachers of English of the Republic of China in Kaohsiung in November and the annual conference of the American Studies Association of the Republic of China in Taipei, Taiwan, in June. She is a member of the Chinese-American Librarians Association, an affiliate of ALA.

Robert Chen, Reference Services, was awarded a grant from the Pacific Cultural Foundation of the Republic of China for preliminary research on the acquisition, organization and utilization of U.S. government publications in major libraries in Taipei and Peking. Robert served as an exchange professor at National Kaohsiung Normal University in Taiwan. He attended the annual conference of the Association of Teachers of English of the Republic of China in Kaohsiung in November and the annual conference of the American Studies Association of the Republic of China in Taipei, Taiwan, in June. Robert is a member of the Chinese-American Librarians Association, an affiliate of ALA.

Two articles authored by **William Gibbs**, Media Services, were included in *Eyes on the Future: Converging Images, Ideas and Instruction* (Eds. R. E. Griffin, D. E. Beauchamp, J. M. Hunter and C. B. Schiffman. Blacksburg, VA: The International Visual Literacy Association), published in 1996. The articles are "Formative Evaluation and World Wide Web Hypermedia," with co-author H.P. Cheng (p. 259-265), and "Computer-based Testing and Strategies for Distance Learning," (p. 267-272). His article "Instructional and Non-instructional Computer-based Applications: Centennial 100, A Multimedia Prototype" was published in the *Eastern Education Journal* in 1995 (24.2). He and P. J. Fewell presented "Partnerships in Technology" at the 1995 Stockman Institute conference in Charleston. At the Association for Educational Communications and Technology (AECT) convention in Indianapolis in February, Bill made two presentations: "Computer-based Testing" and, with P. J. Fewell, "Planning for Distance Education." He presented "Distance Learning and Visual Information" at the International Visual Literacy Association annual conference in Chicago in October, with P. J. Fewell. Bill also made two

presentations at the Illinois Education and Technology Conference in Springfield in October: "Designing and Developing Multimedia" and, with P. J. Fewell, "Planning for Distance Learning." In November he presented "Multimedia and New Technologies" to the Richland Community College Youth Institute in Charleston. Bill also attended the March meeting of the Illinois Prairie Consortium, and the Illinois AECT conference in Chicago in October. He is a member of ILA, the Association for Small Computer Users in Education, and the Central Pennsylvania Association for Educational Communications and Technology. He served the university as a member of two committees of the College of Business & Applied Sciences: Technology Resource, and Business Technology. Bill was also on the University Marketing Committee for the development of a WWW home page, the University Technology Committee, and the Newman Foundation Committee.

Karl Grisso, Collection Management Services, attended the Illinois Library Computer Systems Organization (ILCSO) Public Services Forum in Urbana in December. He is a member of ALA, ILA, the Abraham Lincoln Association, the American Historical Association, the Illinois State Historical Society, the Indiana Historical Society, and the Organization of American Historians.

As part of the university's centennial celebration this year, **Robert Hillman**, university archivist and member of the Centennial Celebration Committee, was an integral participant in the cornerstone rededication ceremony in September. Bob opened the cornerstone time capsule from 1895, and participated in the placing of items in the 1995 time capsule which was placed in the cornerstone, to be opened in 100 years. Bob also did the photo research and composed the captions for *Eastern Illinois University: Centennial History*, published this year. (Paducah, KY: Turner Publishing Co.) He presented "Genealogical Research at the Illinois Regional Archives Depository and the State Archives" to the Effingham County Genealogical Society in April. Bob was a Booth Library Faculty Research Program awardee for the project "Library Services at Eastern Illinois University: An Illustrated Centennial History." He is a member of ALA, ILA, the Illinois State Historical Society, the Illinois State Genealogical Society, the Midwest Archives Conference, the Society of American Archivists, and the Coles County Historical and Genealogical Societies. He attended the ILCSO Public Services Forum in Urbana in December, the fall and spring meetings of the Midwest Archives Conference, the Illinois History Symposium in Springfield in December, the Association of Records Managers and Administrators meeting in Bloomington in January, and the April

meeting of the Illinois State Historical Society. In addition to his duties in the library, Bob served on the ROTC Advisory Council and was a reader/scorer for the Writing Competency Exams.

Kathleen Jenkins, Reference Services, is a member of Beta Phi Mu. In April she was a presenter at the EIU Orientation Leader Training Seminar, sponsored by the Office of Orientation. She is a member of ILA and the Illinois ACRL. In addition to her library duties, Kathleen was a reader/scorer for the Writing Competency Exams.

Johnson Kuma, Reference Services, was awarded a \$4,000 IBHE/CCMCC grant for his research on "Water Quality and Fish Fauna." Johnson completed his master's degree in Political Science in August. He attended the Cooperative Collection Management meeting for subject bibliographers in Bloomington in July and is a member of ILA. Outside the library, Johnson served on the university's Affirmative Action Advisory Committee, the African-American Studies Advisory Committee, the African-American Heritage Committee, and the Judicial Board. He was also a participant in the Coles County Crop Walk and worked with Habitat for Humanity. The local group completed building a home for a needy family.

Allen Lanham, Dean of Library Services, was the editor of *The River Seems to Call: The Major Family of Kentucky* by Clyde Major, printed in 1996. He presented a report on electronic resources for ILCSO, at the Public Services Forum in Chicago in April and at their annual meeting in Urbana in June. Allen was an invited participant in the annual Atkinson Symposium, sponsored by the Illinois State Library, at the University of Illinois-Urbana in January. He represented Lincoln Trail Libraries System (LTLS) at the annual Legislative Day in Washington, D.C. in May. He also attended the Library Administration and Management Association (LAMA) institute in Columbus, Ohio in October, the CAUSE: The Association for Managing and Using Information Resources in Higher Education conference at Northwestern University in August, and the ALA Midwinter conference in San Antonio in January. He is a member of ILA, ACRL, the Library and Information Technology Association, the Music Library Association, and the Coles County Librarians Association. He served on the Electronic Resources Committee for ILCSO, was secretary for the Council of Directors of State University Libraries in Illinois (CODSULI), and was elected to the Illinois Board of Higher Education (IBHE) Cooperative Collection Management Coordinating Committee (CCMCC). For LTLS he serves as treasurer on the Executive Board, and on the Budget committee and Finance and Personnel committee. Outside the library, Allen participated as a faculty member for the United States Percussion Camp held at Eastern in July. He was a member of the Committee on Academic Computing, the

Council on University Planning & Budget, the Radio/TV Board, the Telecommunications Advisory Committee, and the Martin Luther King, Jr. Memorial Scholarship committee, and was an orchestra member for the SummerFest Theatre presentations. Allen was also a member of the Charleston Men's Glee Club and the university's Oratorio Chorus.

In February, March and April, **Jane Lasky**, Circulation Services, made presentations of interlibrary loan electronic access to the chairs of the College of Arts & Humanities and to the Chemistry, Philosophy, Physics and History Departments. Jane is a member of ALA, ACRL, and ILA. She attended the ILCSO Public Services Forum in Urbana in December and the ILL/Circulation Forums in October and March. In addition to her library duties, Jane served on the Personnel Advisory Committee of CODSULI, the Council on Faculty Research, the "Women of Excellence" selection committee, and the Women's Studies Council. Jane was also on the board of the Covered Bridge Council of Girl Scouts USA and served on their fund-raising committee.

Carl Lorber, Reference Services, hosted a meeting on electronic information resources for Lincoln Trail Libraries System in Charleston in December, and presented an IAC demonstration to those attending. Carl teamed with **Sharon Stoerger** to present "Business Information Resources" at the LTLS Reference Series workshop in Champaign in March. Carl is a member of ALA and RASD, ACRL, ILA, the Association of Specialized and Cooperative Library Agencies, and served on the LTLS Electronic Resources Committee. He attended the ILCSO Public Services Forum in Urbana in December. Outside the library, Carl served on the Americans with Disabilities Act Campus Steering Committee, the university's Radio/TV Board, was a docent for the Tarble Arts Center, and was a reader for the Writing Competency Exams.

Gene Scholes, Director of Media Services, is a member of AECT and attended their annual conference in Indianapolis in February. He also belongs to the Illinois AECT, the Central Illinois Media Specialists, and the East Central Illinois Audio Visual Association. Gene attended the Illinois Education Technology Conference in Springfield in October. Outside the library, Gene served on the university's Commencement Committee, the Computer Distribution Committee, the Environmental Health & Safety Committee, and the Marketing Committee. Gene also serves the Charleston community as the Commissioner of Public Health and Safety on the Charleston City Council.

Richard Seitz, Cataloging Services, is a member of ALA and ILA, and the American Association for the Advancement of Slavic Studies. Outside the library, Richard served on the university's Parking Advisory Committee.

Marlene Slough, Periodicals Public Services, presented "The Captivating Qualities of Mary Rowlandson's Wilderness Experience: Old Pathways and Future Directions" at the 9th Annual Women's Studies Conference in Bowling Green, Kentucky, in October. She completed two bibliographies this year, "Internet Resources for the Visual Arts" and "Nineteenth-century Serial Publications Available in Booth Library." Marlene was a Booth Library Faculty Research Program awardee for the project "A Contextual Study of Hair Imagery in the Poetry of Emily Dickinson." She is a member of ALA and RASD, ILA, ACRL, LAMA and SLA. She attended the ILCSO Public Services Forum in Urbana in December and the ILL/Circulation Forums in October and March. Outside the library, Marlene served as a docent for the Tarble Arts Center and as a reader/scorer for the Writing Competency Exams.

Nackil Sung, Media Services, attended the ILCSO annual meeting in Urbana in June, the Public Services Forums in December and May, the Technical Services Forum in Springfield in April, and the Operations Committee meeting in September. He participated in a "Document Imaging" conference in Urbana in March. Nackil is a member of ALA and ILA.

Pamela Waldrep, Acquisition Services, attended a conference on "Integrated Information Management" in Urbana in June. She is a member of ALA, ILA, and the Association for Library Collections and Technical Services. Outside the library, Pam is a volunteer in her church community.

John Whisler, Cataloging Services, presented "Using Statistics to Help Clean Up Your Database" at the ILCSO Technical Services Forum held in Chicago in November. He also attended the Public Services Forum in December, the ILL/Circulation Forums in October and March, the Operations Committee meetings in September and May, the Technical Services Forum in April, and the annual meeting in June. This spring, John was elected chair of two ILCSO committees: the Maintenance Forum Planning Committee and the Operations Committee. He attended the OCLC Users' Group Current Topics meetings in Chicago in December and May. John is a member of ALA and the Music Library Association, ILA, the Sonneck Society for American Music, and the Viola da Gamba Society of America.

Faculty Excellence Awards are given annually, recognizing outstanding individuals in the areas of teaching/performance of primary duties, research/creative activity, and service. **Karen Whisler**, Reference Services, received a 1995-96 Faculty Excellence Award, in the area of performance of primary duties, for her exemplary work as reference librarian and subject bibliographer for English and Theatre Arts. Karen is a member of ALA, ILA, and the American Association of University Professors. In addition to her library duties, Karen served on the university's Continuing Education Coordinating Council, the Faculty Development Advisory Committee and the University Personnel Committee, and was a member of the House of Delegates of the University Professionals of Illinois.

Ongoing research by Booth faculty includes Electronic Newspaper Archiving, **Karl Bridges**; "Library Services at Eastern Illinois University: An Illustrated Centennial History," "Eli Lilly: The Paris

Years, 1869-1873," "Abraham Lincoln and the Springfield Mechanics Union, 1839-1848," and "Dorothy Cramer Hansen: Theatre Organist of the Silent Screen," **Robert Hillman**; "Christmas Music: A Discography of LPs"; "Christmas Music: Song Anthologies since 1900," **Allen Lanham**.

The following Booth faculty submitted **grant proposals** this past year: "Knowledge acquisition in mathematics and science: Research and analysis into the application of a Hypermedial Development System," to the National Science Foundation (NSF), **Virginia Baldwin** and **William Gibbs**; Chadwyck-Healey IDIOM CD-ROM product, to CCMCC, **Virginia Baldwin**; "Multimedia project for non-majors' physics courses" to NSF, "Computer-based instruction development for technology education" to NSF, "An analysis of users interfacing with World Wide Web Hypermedia Systems: Identifying guide resources" to the Council on Library Resources, "Best practices in the Human Resource Function" to the Society for Human Resource Management, "Color scanning for visual production" to the Redden Fund Award (RFA), "Color camera for digital image production" to RFA, "Video recording and editing system for multimedia development" to RFA, "Projection device for computer presentations" to RFA, **William Gibbs**; "Laser printing at Booth Library" to the EIU Student Technology Fee, **Nackil Sung**.

Staff

In addition to her duties in the Administration Office, **Patty Butler** was a member of the university's Club Management Association, Phi Sigma Phi, and the Tassels & Mortarboard honor society. Patty also served as vice president of the University Club. Outside her university activities, she is a member of the Illinois Jaycee Foundation.

Beverly Cruse, Media Services, served this year on the Martinsville Unit C-3 Board of Education.

Lois Dickenson, Reference Services, attended the Federal Depository Library Council meeting in Memphis in October and the Illinois Depository Libraries Conference in Springfield in October.

As a member of the Science Fiction Research Association, **Susan Eisenhower**, Media Services, presented "Gender in Science Fiction" at their annual meeting in Eau Claire, Wisconsin, in June. Susan received the Best-in-Class award for her masquerade entries at two science fiction conventions: Archon in July and Windycon in November. Susan also completed her master's degree in English this year.

Jeanne Goble, Periodicals Public Services, is a volunteer in the Charleston public schools. In May she received the "Valuable Volunteer Service Award" from Carl Sandburg Grade School.

Nancy Jones, Acquisition Services, served this year on the LTLS Regional Library Service Planning Panel. Nancy is also a member of the Library Friends Group, Camargo Township District Library at Villa Grove, Illinois.

Stacia Kuhn, Media Services, served on the University Marketing Committee and the subcommittee on university publications. She also was a member of the Eastern's WWW committee.

The technical expertise of **John Looby**, Media Services, is well known both in Booth Library and across campus. This year John's expertise was given national recognition when JBL, a California electronics equipment company, acknowledged "prestige" installations of sound systems world-wide in its promotional publication. One of the choices spotlighted was the system John installed at a local Charleston church. In other activity outside his duties in Media Services, John served on the Americans with Disabilities Act Steering Committee, the Buzzard

Technology and Moveable Equipment committees, and the Commencement Committee. He also attended the AECT annual conference in Indianapolis in February. John was a coach with the Charleston Recreation Department this year and is a volunteer in his church community.

Jeri Matteson-Hughes, Media Services, presented “Female Impersonation in Film: Tootsie and Mrs. Doubtfire - the Female Film Image and ‘Beau’ Jest” at the Southeastern Speech Communication Conference on Graduate Research in Athens, Georgia in April. Jeri was one of the first four recipients of the Larry Williams Graduate Student Travel Award, given by the Graduate School to fund graduate students’ research presentations.

Scott Minor, Periodicals/Reference, graduated summa cum laude in May from Lake Land College in Mattoon, earning his A.S. in Physical Science. Scott also performed in the Charleston Alley Theatre’s production of Canterbury Tales in January.

In addition to her duties in Cataloging Services, **Anita Thomas** served as chapter chair of AFSCME Local 981, and also was a member of their Executive Board, the Negotiating Committee, and the Parity Task Force. She was also a member of the EIU Staff Senate, and the university’s In-service Training Programs Admissions and Parking Advisory Committees. Anita attended the ILCISO Technical Services Forum in Springfield in April.

Myrna Thomason and **Juanita Waggoner**, Cataloging Services, attended the ILCISO Technical Services Forum in Springfield in April. Myrna is also a member of Zonta Club.

Lucia Webb, Circulation Services, received her M.S.L.I.S. in August from the University of Illinois. Lucy attended the ILCISO Public Services Forum in Champaign in December and the ILL/Circ Forums in October and March. She is a member of ALA.

Ramona Wise, Acquisition Services, is a tutor and trainer of new volunteers for Project PAL. She was a recipient of the “Showcase of Adult Literacy Technology Conference Scholarship,” sponsored by the Illinois Community College Board, the Illinois Secretary of State Literacy Office and the Illinois State Board of Education. She was also nominated for the Laubach Literacy Action International Patricia Crail Brown Award for 1996, and for the Mattoon Exchange

Club’s Golden Book of Deeds for 1996. Ramona presented “Literacy: Who Are the Adult Learners” at the East Central-EIU Reading Council conference in Mattoon in October. She also presented “Reading and Writing Tips” at the PAL/CEFS Student-Volunteer Conference in Mattoon in March. In addition to these activities, Ramona is a member of the Coles County Historical Society, the Illinois Reading Association, the National Education Association, and the Zonta Club.

Randy Woods, Periodicals Public Services, was given internet acknowledgement for the research he did for Dr. Rob Bates’ “Winter Driving Tips,” currently on the Web site of the National Safety Council.

The Tarble Arts Center art scholarship fund was a little richer thanks to **Jacqueline Worden**, Reference Services. Jackie donated 40 percent of the sales of her hand-crafted pottery items at the Tarble’s annual Christmas Art Sale and fund-raiser. In October Jackie was a participant/donor for “Art Spree of the Decade,” a silent auction benefitting the Illinois Artisans program sponsored by the Department of Natural Resources. The event was held at the Illinois State Museum in Springfield. Jackie is a “Volunteer Pioneer” at the Lincoln Log Cabin State Historic Site near Charleston. She also works with area school groups, and helped organize the Renaissance Art Fair held in March at the Charleston High School to benefit the school’s art club and art department. She organized the third annual “Artist’s Day in the Garden” in June for the Coles County Arts Council, and is a volunteer in her church community.

Many other Booth staff members serve the community in various ways. **Barbara Funk**, Administration, is on the board of the area district of American Cancer Society, and served on the Income Development Committee this year. She also participated in the Coles County Crop Walk. Barbara Funk, **Marge Checkley**, Circulation Services, and **Mary Grivetti**, Administration, are volunteers in their church communities. Mary also was a member of the EIU-Newman fund-raising Campaign Council. **Sue Ebel**, Periodicals Public Services, is a Girl Scout troop leader. **Suellen Eggers**, Circulation Services, was a volunteer in Charleston’s Mark Twain elementary school. **Paula Reveal**, Periodicals Public Services, is a member of the Arcola Music Club. **Anne Sparks**, Acquisition Services, is a volunteer at The Depot clothing pantry and a volunteer at Sarah Bush Lincoln Health Center. **Linda Wiman**, Media Services, served as an election judge this year.

In addition...

Several members of the Booth staff completed courses at Eastern this year. Most are in the process of earning a degree. They are: Phillip Blair, Patty Butler, Lisa Childress, Lois Dickenson, Mary Grivetti, Stacia Kuhn, Jeri Matteson-Hughes, Marlene Slough, Anne Sparks, Pamela Waldrep, and Jacqueline Worden.

Booth Library personnel attended various professional workshops, seminars and conferences throughout the year as part of their personal professional enrichment. They include:

ILA annual conference: Virginia Baldwin, William Gibbs, Johnson Kuma, Allen Lanham, Jane Lasky, Marlene Slough, Nackil Sung, Pam Waldrep, John Whisler, and Karen Whisler □ Illinois ACRL conference: Virginia Baldwin, Allen Lanham, John Whisler, and Karen Whisler □ IBHE Cooperative Collection Management Bibliographers' meeting: Virginia Baldwin, Karl Grisso, Allen Lanham, and Jane Lasky □ Illinois State Library, IOUG Format Integration workshop: Richard Seitz, John Whisler; Grants and Grantsmanship workshop: Linda Wiman, Jacqueline Worden; Illinois OCLC Train-the-Trainers workshop, "Powerpoint": Karen Whisler □ EIU Academic Computing, Windows workshops: Carrie Chen, Robert Chen, Sue Ebel, Helen Gregg; Eudora workshop: Carrie Chen; Netscape workshop: Carrie Chen; Creating Web Pages workshop: Johnson Kuma, Suzann Bennett □ EIU Affirmative Action Office, "Opening Doors: Diversity at Eastern" workshop: Allen Lanham, Marlene Slough; "Multiculturalism in Teacher Education" workshop: Allen Lanham □ EIU Business & Technology Institute, Internet workshops:

Marge Checkley, Paula Reveal; Windows 95 workshop: Marge Checkley □ EIU Office of Faculty Development "Thinking International" seminar: Marlene Slough □ EIU Human Resources Department "Key Principles of Supervision" workshop: Barbara Funk □ EIU Office of the President "Getting to Yes: Interest-based Negotiations" workshop: Anita Thomas □ Career-Track workshop, "How to Design Eye-Catching Brochures, Newsletters, etc.": Mary Grivetti □ Danville Area Community College workshop, "Grant writing: Writing Successful Proposals": Carl Lorber, Marlene Slough □ Lincoln Trail Libraries System, "Interlibrary Loan Tools and Procedures" workshop: Nancy Jones, Lucia Webb; "Soaring to Excellence" videoconferences: Helen Gregg; Format Integration videoconference: Carol Livingston, Joann Daugherty, Karen Sollers, Anita Thomas, Myrna Thomason, Juanita Waggoner, John Whisler; Videoconference on government documents: Lois Dickenson, Jacqueline Worden; "Legal Issues in Libraries" seminar: Barbara Funk; "Providing Library Information via the World Wide Web" seminar: Helen Gregg, Anita Thomas, Linda Wiman; "Automating Acquisitions" workshop: Lucia Webb □ AFSCME workshop, "Total Quality Management": Anita Thomas □ National Seminars Group workshop, "Your Changing Role as an Outstanding Assistant": Barbara Funk □ Rolling Prairie Library System workshop, "Passport for Windows": Nackil Sung, John Whisler □ U. of Missouri Photoshop workshops: Beverly Cruse, Stacia Kuhn □ The Biennial Conference for Working Women: Patty Butler, Barbara Funk, Mary Grivetti, Linda Wiman.